

JOB DESCRIPTION

Senior Director of SEND and Inclusion

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| Job Title: | Senior Director of SEND and Inclusion |
| School Phase: | Secondary |
| Reporting to: | This post holder reports to the Trust Director of Inclusion |
| Reporting Lines: | This post holder will have the Director of Nurture and Lead Learning Mentors reporting to them |
| Grade: | L12 - L16 |
| Appraisal Process: | Leadership |

Role Purpose:

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- To ensure the effective delivery of the TS SEND strategy;
- To ensure the effective delivery of the TFS SEND policy;
- To ensure that there is an effective strategic approach in place to Inclusion across TFS, creating innovative strategies to support individuals and groups who require more creative approaches to be successful;
- To liaise with parents and carers to promote Inclusion for all;
- To coordinate, evaluate and regularly review SEND provision;
- To monitor the quality of SEND support by establishing effective systems to identify and meet the needs of pupils;
- To liaise with and coordinate the contributions of external agencies;
- To have an up-to-date knowledge of national and local initiatives which may impact upon policy and practice;
- To promote a community of learners with purpose and passion while modelling the Turner Schools' "Walk The Turner Talk" values in all aspects of the role.

Responsibilities:**Progress and Achievement of Pupils:**

- To monitor the achievements, welfare and engagement of children, and to follow up the progress reviews, liaising with the teachers and parents when appropriate;
- To ensure that pupils with SEND are providing with appropriate support to achieve high quality educational and personal outcomes;

- To implement appropriate interventions and alternative solutions to promote more effective inclusion, liaising closely with the Trust Director of Alternative Provision;
- To liaise with other schools and colleges particularly regarding transition;
- To prepare and present progress reports to governors on pupils with SEND

Teaching and learning

- To influence the Teaching and Learning policy to promote aspects of inclusive teaching;
- To lead INSET regularly, ensuring that all colleagues deliver highly effective lessons and support for pupils with SEND.
- To provide opportunities for observation of colleagues/visits to other schools in order to share best practice;
- To work with pupils, class teachers and support staff to ensure high expectations of behaviour and achievement is set for SEND pupils;
- To support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum;
- To oversee and monitor the quality of provision maps;
- To support the Principal/Head of School in meeting statutory responsibilities for SEND statements and their Annual Review;
- To lead the Annual Review meetings for EHCP students.

Leadership and Management

- To fulfil the statutory roles and responsibilities of the SENDCo;
- To promote an atmosphere of continuing professional development and to share good practice with colleagues;
- To line manage the Director of Nurture, ensuring that the Nurture and Nest provisions are highly effective;
- To contribute to the school's development plan, leading on relevant aspects of SEND and Inclusion;
- To encourage all staff to recognise and fulfil their statutory responsibilities;
- To disseminate procedural information such as recommendations of the code of practice or the schools own SEND policy;
- To provide regular information to the Head of School/Principal, governing body on the evaluation of the effectiveness of provision for pupils with SEN, to inform decision-making and policy review.

Efficient and effective deployment of staff and resources

- To provide advice to the Principal/Head of School/SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of SEND;
- To organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources including ICT;
- To maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school;
- To carry out other roles and tasks as reasonably requested by the Principal/Head of School.

Along with the Senior Leadership Team to take responsibility for:

- The strategic direction and development for the school;
- Resource and financial management where delegated;
- Developing effective student voice;
- Day to day management of the school.

Other Senior Leadership Responsibilities:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To be a key part of the life of the school community, to support both the values, vision and ethos of school and the Trust, and encourage students to follow this example.

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- Ability to contribute towards school and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils and parents and external agencies;
- To be an ambassador for school in dealing with external persons, and to be an admired and respected member of the team by internal colleagues and pupils;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.

Qualification Criteria:

- Degree in relevant subject
- Relevant teaching qualification and QTS
- Complete SENDCo qualification (NASENCO)

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.



Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....